SAMPLE

DOCUMENT INVENTORY FORM - ETS

Name:

J. DOE

Department:

R&D

Office Location:

Richmond, T#

Tel. Extension:

x1111

Please provide estimates of ETS related records in each of the following:

Subject/Category	Record Type	Quantity	Location	Medium	Time Period
Research (ingredients)	laboratory notebooks	36"	my office T#	paper	1992-93
Research (basic)	statistical analysis	12"	my office T#	paper .	1993
Research Project X	presentation	18"	shared files T#a	paper and transparencies	1991
Research	repórts	3 diskettes	secretarial station	3-1/4" diskette	1993